



MEMORANDUM

CITY OF WATERTOWN, NEW YORK
PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
245 WASHINGTON STREET, ROOM 304, WATERTOWN, NY 13601
PHONE: 315-785-7740 – FAX: 315-785-7829

TO: Planning Board Members

FROM: Michael A. Lumbis, Planning and Community Development Director

SUBJECT: Waiver of Site Plan Approval – 118 Massey St. N

DATE: June 2, 2016

Request: Waiver of site plan approval for the construction of an approximately 2,470 square-foot parking lot expansion located at 118 Massey St. N, Parcel Number 7-04-109.000

Applicant: Patsy A. Storino

Proposed Use: Office Space, Accounting.

Property Owner(s): Kall & D'Argenio, CPA's LLP

Submitted:	
Property Survey: Yes	Preliminary Architectural Drawings: No
Site Plan: Yes	Preliminary Site Engineering Plans: Yes
Vehicle and Pedestrian Circulation Plan: Yes	Construction Time Schedule: No
Landscaping and Grading Plan: Yes	Description of Uses, Hours & Traffic Volume: No.

SEQRA: Type II Action

County Review: No

Zoning Information:	
District: Commercial	Maximum Lot Coverage: N/A
Setback Requirements: F: 20', S: 5', R: 25'	Buffer Zones Required: Yes

Project Overview: The applicant proposes to construct an approximately 2,470 square-foot parking lot at 118 Massey St. N.

Parking and Vehicle/Pedestrian Circulation: Vehicular access to the rear parking lot would be through the Jefferson County parking lot at 250 Arsenal Street. Jefferson County has agreed to provide the applicant with a right of way for vehicle access to the rear parking lot.

New York State Building Code 1106.1.1 (Access Aisles) states that "accessible parking spaces shall be in conformance with ICC/ANSI A117.1, except that spaces shall be provided with access aisles at least eight feet

(2440 mm) in width.” The applicant does not meet the state building code requirements as the access aisle is only six feet wide.

A handicap ramp with 4 landings will provide access to the rear entrance from the proposed parking lot.

Landscaping and Buffers: The existing site contains a lawn area and a catalpa tree located along the south property line. The applicant proposes an eight foot wide “green space” on the north side of the proposed lot and a “green space” between the parking lot and building that varies between 15 and 22 feet. The applicant shall define his plans for the proposed green space. The landscaping and buffer zone guidelines call for trees located around the perimeter of the parking lot, the applicant has not included any plans for new trees.

Utilities and Hydrology: The applicant shall perform all grading work such that all drainage remains on the site and does not affect adjacent properties. The applicant appears to be installing a catch basin at a high point in the drainage. The proposed contours depict directing drainage offsite to neighboring properties. This will not be allowed. The parking lot grading shall be such that site runoff is directed to a proposed catch basin.

Lighting: The applicant has not provided a lighting plan. If the applicant proposes to have hours of operation after dark (i.e. later than 5 pm in winter months), the plan must show how the applicant intends to light the proposed parking lot.

Permits: The applicant must obtain a building permit prior to constructing the handicapped accessibility ramp.

Miscellaneous: The applicant shall indicate the proposed hours of operation.

Summary:

1. The applicant shall provide written documentation outlining the agreement with Jefferson County granting the applicant a right-of-way for vehicle access to the rear parking lot.
2. The applicant shall revise the plans to provide an Accessible Parking Space access aisle that meets State Building Code requirements of 8 feet in width.
3. The applicant shall submit a copy of the right-of-way granted by Jefferson County for access to the parcel.
4. The applicant shall provide striping for all parking spaces.
5. The applicant shall perform all grading such that drainage is not directed onto adjoining parcels. For verification, the applicant’s contractor shall submit a grading plan to the City Engineering Department prior to paving any new blacktop.
6. The applicant shall indicate the proposed hours of operation.
7. The applicant shall provide lighting for the proposed parking lot expansion if there are any proposed hours of operation after sunset.
8. The applicant must obtain a building permit prior to constructing the handicapped accessibility ramp.
9. The applicant shall define “green space” in the submitted site plans and detail how he will meet the landscaping and buffer zone guidelines.

cc: Brian Drake, Civil Engineer II
Kall & D’Argenio, CPA’s LLP, 118 Massey St. N
Patsy A. Storino, P.O. Box 163

